

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN		No. 01-103
TO:	All Sponsors of National School Lunch and School Breakfast Programs County Superintendents of Schools Diocesan Superintendents of Schools	ISSUE DATE: March 2001
ATTENTION:	Food Services Directors	
SUBJECT:	Inter-District Agreements to Operate National School Lunch and School Breakfast Programs	
REFERENCE:	All Points Bulletin SP-01-01; SA-9-1-GEN; School Nutrition Programs Guidance Manual, Section 9600, Food Service Agreements; Title 7 Code of Federal Regulations (7 CFR) Parts 210 and 220	

This Management Bulletin provides information about the United States Department of Agriculture (USDA) requirements for inter-district agreements. In California, an inter-district agreement is referred to as a food service agreement.

In order for a school district to operate the National School Lunch (NSLP) and/or School Breakfast Programs (SBP) at one or more sites in another district, approval must first be secured from USDA through the Nutrition Services Division (NSD). To obtain this approval, a "Food Service Agreement Request" must be submitted along with a copy of the food service agreement contract. This agreement must clearly specify each district's responsibilities in administration of the NSLP/SBP, including:

- The food service agreement timeframe;
- Which district will be responsible for point-of-service counts;
- Which district will perform the free and reduced price application process, including review and approval of applications;
- Which district will perform the verification process;
- Which district will assume responsibility for any overclaims identified during a review or audit;
- Which district will perform the required edit checks; and,
- Which district will ultimately be responsible for meal count and claiming accountability.

A copy of the revised "Food Service Agreement Request" form and a sample food service agreement contract are enclosed. Please replace the copies in your School Nutrition Programs Guidance Manual, Section 9000 Appendix. You may find additional guidance pertaining to food service agreements in your School Nutrition Program Guidance Manual, Section 9600, Food Service Agreements.

Site Change Requests must also be submitted. The administering district must add any new sites resulting from the food service agreement and the receiving district must drop the applicable sites from their agreement. In addition, any documentation supporting each site's eligibility for participation must be included. For private schools, this includes a copy of their Private School Affidavit and IRS tax-exempt letter. For Residential Child Care Institutions (RCCI), this includes a copy of their IRS tax-exempt letter and current site license from the Department of Social Services or other licensing agency.

After NSD receives the completed “Food Service Agreement Request” and a copy of the food service agreement contract, NSD will forward the information to USDA for review and approval. This USDA approval must be granted prior to claiming meal reimbursement. All requirements in 7 CFR 210 and 220 continue to apply to the NSLP/SBP sites.

If you have any questions, please contact your regional Division representative, Field Services Unit, at (916) 323-4558, or (800) 952-5609. You may also contact the Nutrition Program Management Unit at (916) 445-4482 if you have any questions regarding the requirements for a food service agreement.

Marilyn Briggs, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

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